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PAD 77/61
1 December 1961

MEMORANDUM TO: Executive Director/NPIC

FROM: Chief, CIA/PAD(NPIC)

SUBJECT: Percentage of T. O. Away From Job

1. Records in PAD show that from our total T. O., we can expect up to 25% to be absent from project work due to the following:

Military Leave/Annual Leave	4%
Sick Leave	1%
Training	5%
Substantive Fieldtrips & Conferences	3%
TDY	6%
Admin Time (TDC, Advisory Committee, Building Plans, SIA, Secretariat, Preparing Time Sheets, Support of Director, etc.)	6%
Total	25%

2. This data is given in my memo to you, PAD/PIC 21-61 of 13 April 1961. These figures were used for computing both the 1962 and 1963 PAD T. O.

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